



January 1, 2021

Fee Schedule for Duplication of District Records

Description	Cost
Paper Copies	
Standard Copy Rate	\$2.00 first page / \$0.25 per page thereafter
Color Copies	Standard Copy Rate
8 ½ x 14 Copies (Color and Black & White)	Standard Copy Rate
11 x 17 Copies (Color and Black & White)	Standard Copy Rate
Media	
CD (Compact Disc)	Actual Cost of device, Currently- \$2.00
USB Flash Drive	Actual Cost of device, Currently- \$5.00
Compiling Records to Media	No Charge
*Requesting parties are welcome to provide their own media device for no additional charge	
Services	
Retrieval of records from off-site storage	No Charge
Digital scans of hardcopy documents not existing in digital format	Actual cost of staff time, in quarter- hour increments. Call for estimate.